



Walbottle Campus Person specification

Area	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> Level 3 qualification in relevant subject. Relevant CPD over last three years. 	<ul style="list-style-type: none"> Degree level qualification in relevant subject. Further professional qualification, evidence of further study. Knowledge/Experience of planning, supporting and leading professional development for teaching and/or support staff.
Experience	<ul style="list-style-type: none"> Supporting students' welfare at secondary level. Knowledge of School Welfare/Pastoral systems Leading/promoting Independent Learning. Multi agency working 	<ul style="list-style-type: none"> Post 16 CEIAG UCAS application process Knowledge/experience of supporting monitoring and evaluating student performance. Knowledge and understanding of the transition process. Experience of coaching/mentoring.
Knowledge and skills	<ul style="list-style-type: none"> Ability to communicate effectively orally and in writing. Ability to form good relationships with parents, adults and students. Ability to work collaboratively within a team and when necessary, resolving conflict. The ability to interpret and use data as a tool for school improvement. Demonstrate strategies for ensuring inclusion and diversity Knowledge of Self review and evaluation procedures [whole school/departmental/year]. Use of a wide range of intervention strategies to support student welfare. 	<ul style="list-style-type: none"> Good time Management Proven ability to create conditions for sustained improvement. The ability to use ICT creatively to promote student engagement and achievement. The ability to develop data management tools. Demonstrate strategies for supporting welfare and achieving excellence. Sound knowledge of current national policies. Experience of Self review and evaluation procedures [whole school/ departmental/ year]. Identification and intervention strategies which ensure student achievement. Understanding and experience of the work of the school governors.
Personal qualities	<ul style="list-style-type: none"> Sense of humour and perspective Enthusiastic. Inspires others. Approachable. The ability to be a positive team member as well as team leader. Inspire, challenge, motivate and empower others to carry the vision forward. Model the vision and values of the school. Demonstrate personal enthusiasm for and commitment to the learning process. Access, analyse and interpret information. Resilience. Loyalty to the Leadership Team and the Governing Body. 	

Prepared by:

Name:	Tracey Gray	Date:	September 2018
Title and/or department:	Director of Support		

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.